



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address
PO Box 40267
Charleston, WV 25364

Phone: 304-558-3919
Fax: 304-558-3983
E-Mail: wvappbd@mail.wvnet.edu
Website: www.appraiserboard.wv.gov

APPLICATION FOR APPRENTICE PERMIT— INSTRUCTIONS

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain that the application is completed in its entirety, that all questions are answered truthfully and that any requested information is included with the application package. Please retain copies of all submitted information.

1. Application must be legible. Please type or print clearly in ink.
2. Securely tape a photograph taken within the past year to the application where indicated.
3. Enclose signed and notarized Oath and Affidavit.
4. Enclose signed and notarized Supervisor Oath and Affidavit for all Supervisors.
5. Enclose signed Education Credit Form and supporting documentation.
6. Enclose Certificate showing proof of completion of three (3) hour WV Law Class.
7. Enclose Certificate showing proof of completion of four (4) hour Supervisor-Apprentice Course.
8. Complete a state and national criminal history record check. Contact the Board Office for information on obtaining a background check.
9. Enclose valid Supervisor Permit for all Supervisors.
10. Request that all Supervisors submit proof of completion of four (4) hour Supervisor-Apprentice Course.
11. Application Fee of \$150 is *non-refundable*. If the application is returned for any reason, the application fee will not be re-funded. Re-submission of the application will require an additional application fee. Application Fee must be in the form of a check or money order and made payable to the WV Appraiser Board. Mail application and payment to: **WVAB, PO Box 40267, Charleston, WV 25364.**
12. Apprentice Permit Fee of \$190 is not due until you are notified that you have been approved for your Apprentice Permit.



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APPLICATION FOR APPRENTICE PERMIT

Last Name: _____ First: _____ Middle: _____
Date of Birth: _____ Social Security: _____
Residence Street: _____ County: _____
City: _____ State: _____ ZIP: _____
Residence Phone: _____ Cell Phone: _____
Business Name: _____ County: _____
Business Street: _____
City: _____ State: _____ ZIP: _____
E-Mail: _____
Business Phone: _____ FAX: _____

For Roster and Mailing Purposes, Please Choose One: ☐ Residence Information ☐ Business Information

Supervisor Information:

Name: _____ WV Cert. No. _____
Address: _____
Contact Phone: _____ E-Mail: _____

Note: A Supervising appraiser shall be a state certified real estate appraiser, shall have held an active state certified license in good standing, shall not have been the subject of any disciplinary action that affected the supervisor's legal eligibility to engage in appraisal practice for at least three (3) years immediately preceding the submission of an apprentice permit application to the Board on behalf of any person and shall not be the subject of any complaints or pending disciplinary action. (CSR190-2-11.7. and 8.) The Supervisor must also have been issued a Supervisor Approval Certificate prior to acting in the capacity of Supervisor.

OFFICE USE ONLY

- ☐ Date Received
- ☐ App Oath & Aff.
- ☐ Sup Oath & Aff.
- ☐ Education
- ☐ WV Law Class
- ☐ App. Course
- ☐ Super. Course
- ☐ Background Check
- ☐ Supervisor Permit

☐ Application Fee

☐ Permit Fee

- ☐ ASC
- ☐ Letter
- ☐ Experience Log/Instructions
- ☐ Database
- ☐ Pocket Card

Check No. _____ Deposit No: _____

Check No. _____ Deposit No: _____

- ☐ Apprentice Permit No. _____
- ☐ Date Issued _____



APPLICATION FOR APPRENTICE PERMIT — PAGE 2

Are you now, or have you in the past, been licensed or certified as an appraiser in any state?

☐ Yes ☐ No

If so, list state and license number. Attach additional sheets if needed.

Securely tape a 2"
by 2" photo taken
within the last year.

Have you ever been known by any other name(s)? If yes, state in detail, every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents supporting name change.

Pursuant to W.Va. Code, you must answer the following questions and certify, under the penalty of false swearing and possible license suspension or revocation, that all answers are true and correct.

1. Have you ever been convicted of a violation of any local, state or federal law (either felony or misdemeanor), or is there such charge pending against you now?
☐ Yes ☐ No
2. Have you ever had a real estate appraiser license or other professional license or certification to practice any other regulated occupation or profession revoked, suspended or surrendered, or has any other form of disciplinary action been taken against you in any other jurisdiction?
☐ Yes ☐ No
3. Are there any appraiser complaints or charges pending against you in any other jurisdiction?
☐ Yes ☐ No
4. Have you ever had an application for an appraiser license or certification denied in WV or any other jurisdiction?
☐ Yes ☐ No

If you answer "yes" to any of the above questions, you must attach a separate sheet providing a detailed written explanation, including dates, case numbers. Include a copy of the final disposition of the case and copies of any relevant documents. Answering "yes" does not mean automatic denial of an application.

APPRENTICE OATH & AFFIDAVIT

I HEREBY:

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification issued by this Board, refuse renewal or revoke a license or certification.
2. Agree to comply with the standards set forth in the West Virginia Code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.
3. Agree that I have knowledge of and will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) that were adopted and promulgated by the Appraisal Standards Board of the Appraisal Foundation and in place as of the effective date of any appraisal performed by myself.
4. Acknowledge and understand that both my Supervisor and I must attend a Supervisor – Apprentice orientation within sixty(60) days immediately following the issuance of the apprentice permit and supervisor approval.
5. Affirm that the educational courses for which I claim credit were successfully completed by me.
6. Agree to return the permit, license or certification upon request if issued in error, for non-renewal or if requested by this Board after a hearing pursuant to disciplinary action.

State of _____

County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant _____

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires _____

Notary Public _____

SEAL

SUPERVISOR OATH & AFFIDAVIT

I HEREBY:

1. Affirm and state that I am a fully certified real estate appraiser in good standing in the State of West Virginia, being certified in West Virginia for a period of not less than 36 months.
2. Affirm and state that I have not been the subject of any disciplinary action in this State, or any other jurisdiction, that affects my legal ability to engage in appraisal activity for the previous three (3) years.
3. Affirm and state that I am not the subject of any complaint or pending disciplinary action in this State, or any other jurisdiction.
4. Affirm that I have been issued a Supervisor Approval Certificate and attach a copy hereto.
5. Agree that I will be responsible for any and all work and appraisals performed and/or completed by my apprentice.
6. Agree to comply with all rules and policies regarding supervising appraisers.
7. Understand **direct supervision** to mean, "A supervisor shall accompany and view the exterior and interior of all properties with the supervised apprentice or appraiser; review each appraisal; assign work to the apprentice only if the apprentice or appraiser is competent to perform the work; accept full responsibility for the report; and approve and sign the report as being independently and impartially prepared in compliance with the USPAP and applicable statutory requirements."
8. Acknowledge and understand that both my Apprentice and I must attend a Supervisor—Apprentice orientation within sixty (60) days immediately following the issuance of the apprentice permit and supervisor approval.

State of _____

County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant _____

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires _____

Notary Public _____

SEAL